

**Dean's Council
July 20, 2011
Minutes**

Members Present: Russell Lowery-Hart, Tamara Clunis, Bill Crawford, Kim Davis, Daniel Esquivel, Shawn Fouts, Patsy Lemaster, Jerry Moller, Carol Moore, Renee Vincent

Members Absent: Joy Brenneman

Others Present:

CE/Academic Integration Agenda

A draft of the agenda for the Academic and Continuing Education Integration meeting on Friday was distributed to the Council. No changes were recommended to the agenda.

Board Orientation in September

An orientation is scheduled in the fall for 2 new Board of Regents members. Council members will be asked to make a short presentation at the event. Russell asked that Council members take a broader, philosophical approach to showcase their areas and engage the Regents in a conversation about the mission of each area.

Advertising Part-Time Instructors

Russell and Carol met with Human Resources and IT staff to identify a process for accepting and processing applications for adjunct faculty positions. Positions will now be posted through the Novus system. Each area (Academic Success, Arts & Sciences, CTE, Health Sciences, CE) will have a part-time position posted for the entire academic year with a list of all adjunct faculty position needs. Submitted applications will be sent from HR to the appropriate dean for screening for each available position. Adjunct faculty for Hereford and MCC positions will also be screened by the appropriate academic dean.

The Council was asked to provide educational requirements for each adjunct faculty position posting:

- Arts and Sciences – Minimum of Master's degree and 18 graduate hours in the teaching field for all disciplines, except developmental Math – Bachelors in Math
 - Chemistry
 - English

- Humanities
- Government – MCC
- Biology – Amarillo & MCC
- Sociology – MCC & Hereford
- Speech – MCC
- Biology (Life Science, Human Anatomy, Microbiology, Chemistry, Physics) – Hereford
- Math (Developmental) - Hereford
- CTE
 - Diesel Technology - An Associates Degree in Automotive Technology with an emphasis on Medium/Heavy trucks or Associates Degree in Diesel Technology. Additionally, 5 years Journeyman Level Mechanic in Automotive/Diesel
 - CIS (BCIS-1305 part-time in Fall) – MCC
 - Business (Economics, Management) – Hereford – Minimum of Master’s degree and 18 graduate hours in the teaching field
- Health Science
 - Paramedicine – AAS in Paramedicine required; National Registry of EMTs certified; Texas Department of State Health Services certified/licensed
 - Nursing – Master’s Degree in Nursing or Bachelor’s Degree in Nursing with Master’s in related field with 6 graduate level hours in nursing; licensed Registered Nurse
- Academic Success
 - Reading (Developmental) – Hereford
- Continuing Education
 - CNA for Continuing Healthcare - Must be an RN or LVN, licensed in the State of Texas with a minimum of two years of nursing experience in a long term care facility.

Once the information is received by the Vice President’s office, Carol will submit it to Human Resources and determine the next step to complete the process.

Academic Reorganization

Council members submitted organizational charts representing the newest structure of each division and Russell presented the information to the President’s Cabinet. Human Resources expressed concern regarding job titles. If there are any shifts or changes they need to be submitted to Joy today, so Russell can have them to meet with Lynn Thornton.

Kick-Off Week

On Wednesday, August 17, time has been designated for departmental meetings from 12:30 to 3:30. Specific department meetings times are:

- Academic Success – 12:30 to 1:30 the entire division meets on third floor of library, 1:30 to 3:30 individual departments on third floor and basement of library
- Arts and Sciences – 1:00 to 3:30 Oak and Badger Den
- CTE – 1 to 2:30 CTE Leadership, Parcels 404A; 2:30 – 5:00 departmental meetings on Washington and East Campus
- Center for Teaching & Learning – 2:30 to 3:30, CTL Lab (Library 309)
- CE – 1:30 to 3:00 at B&I Resource Room
- Health Sciences – Thursday, August 25 at 1:00 to 3:30 in B building
- Nursing – Thursday, August 18 at 8:30 – 10:30 in Jones Hall 205

Mandatory “Achieving the Dream” orientation meetings on Tuesday, August 16 include:

- 9:00-10:00am – President’s Cabinet & Dean’s Council
- 1:00-2:00pm – Classified Employees Council & Administrators Association
- 2:00-3:30pm – Department Chairs, Program Directors and Coordinators

Deadline for completing the “Achieving the Dream” assignments is September 15.

There will also be Coordinating Board members in attendance at the poverty training on Friday.

ACGM Course Updates

The Co Board is now including learning outcomes in the course descriptions in the Academic Course Guide Manual (ACGM). Departments have asked to update course descriptions to include the ACGM course descriptions. Rather than require each department to submit a request to the Curriculum Committee to change course descriptions, Carol will contact the Co Board to determine what courses have been updated and make wholesale changes to all impacted courses.

New Items

All syllabi must contain learning outcomes which must be consistent between all sections of each course.

If Russell is off campus and travel requisitions need signatures, contact Russell and he will email approval to the Business Office.

Paul and Russell met with a representative from the Laura Bush Health Institute about internship opportunities for AC students.

Adjourned at 3:00